Chapter 4
Admissions and Entrance Tests

Before seeking admission, you may want to contact the office for adult services (if one is available), make an appointment with a career counselor and take personality and vocational tests. If you haven't already done so, you should inquire about the topics mentioned in Selecting a School on page 21.

Steps for Admission

The names, addresses and telephone numbers of the admissions offices of Kentucky's higher education institutions are in Part III, along with other admissions information and the website address for each school.

To avoid unpleasant surprises and make the admissions process as smooth as possible, you should:

❑ Contact the admissions office to request:

- A school catalog. Many of the following items may be covered in the catalog.
- A school calendar.
- A list of admissions requirements for adult students.
- Important telephone numbers.
- The cost of attendance.
- Financial aid information.
- A list of pre-enrollment fees and deposits.
- Applications for admission and housing (if you're going to live on campus).
- Information related to your field of interest.
- Registration information.
- Information about required entrance exams and/or the validity of old entrance exam scores. (See Entrance/Placement Tests, beginning on page 30.)
- Orientation program information and special counseling/assistance for adult students.
- Answers to your questions.

❑ Read all instructions and forms carefully and follow directions exactly.

❑ Ask for help if you don't understand something. If you have several questions or concerns, write them down and call for an appointment to discuss them with a counselor.

❑ Take all required tests. What are the deadlines for submitting test results for admission? Follow up with the school to be certain it has copies of your results.

❑ Find out the deadlines for applications and forms, and mark them on your calendar.

❑ Complete and return paperwork by deadlines.

❑ Keep copies of all forms you sign and note the date they are mailed on your calendar.

❑ Get information about registering and paying for classes.

Sample Applications

Once you've found the right school for you, applying will be the next step. The following sample applications will familiarize you with the types of information you'll be asked to provide. Many applications will ask about high school activities, but you can also provide information about activities since you have been out of high school. Each school's application will vary. Private four-year schools may require more information, including an essay. Two-year colleges may require much less. Many schools now accept online applications through GoHigherKY.org.

Sample College Application

PERSONAL INFORMATION

Page 1

Name _____
   Last   First   Middle   Familiar Name/Nickname

Sex: ❑ Female ❑ Male Date of Birth ____/_____/____ Social Security Number _____
                                    Mo.   Day   Yr.

Home Address _____ Telephone (_____) _____
                          Street

City _____ State _____ Zip _____ County _____

Present Mailing Address, if different from above _____

Place of Birth _____ Religious Preference (optional) _____

What is your predominant ethnic background?

(Responding to this question is completely voluntary. Responses will be used for statistical summaries and will not be a factor in admission to the college.)

❑ Black/African American   ❑ White (non-Hispanic)

❑ Native American   ❑ Asian or Pacific Islander

❑ Hispanic   ❑ Other (designate) _____

Are you a U.S. citizen? ❑ Yes ❑ No If "no," please indicate citizenship: _____

ENTRANCE INFORMATION

Check the semesters below that you plan to attend. In what year? _____

❑ Fall (August)   ❑ Spring (January)   ❑ Intersession (May)   ❑ Summer (June)

Academic Major (If you have not made a decision, please write "Undeclared.") _____

I am applying as: ❑ Entering Freshman (no previous college credit)

(check one)   ❑ Transfer (attempted college work elsewhere)

                     ❑ Readmission (previously attended this college)

                     ❑ Nondegree (not pursuing a degree)

Applying for: ❑ Early Decision Admission ❑ Regular Admission

I plan to live: ❑ On Campus ❑ Off Campus   Classification: ❑ Full-Time ❑ Part-Time

Do you have a disability which might require special services? (optional) ❑ Yes ❑ No If "yes," please specify below:

_____

Will you file the Free Application for Federal Student Aid (FAFSA) to be considered for a need-based award? ❑ Yes ❑ No

Will you apply for an academic scholarship? ❑ Yes ❑ No If "yes," please specify which one(s):

_____

Have you taken the:

ACT? ❏ Yes ❏ No Score: English _____ Math _____ Reading _____ Science Reasoning _____ Composite_____

SAT I Reasoning Test? ❏ Yes ❏ No Score: Verbal _____ Math _____ Combined _____

SAT II Subject Tests? ❏ Yes ❏ No Subject/Score: _____ _____ Subject/Score: _____ _____

Will you take any of these tests again?_____ Which test? _____ What date? _____

YOUR HIGH SCHOOL EDUCATION

High School _____ School Telephone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Principal _____ Counselor _____

Rank in Class _____ Out of _____ Cumulative Grade Point Average _____
           Rank   Class Size

Graduation Year _____ Describe special academic experiences and list any academic honors, awards, or

prizes received:_____

_____

_____

Indicate below the number of academic units you will have completed in the listed fields upon graduation from high school.

	Units	Highest Level Course		Units	Highest Level Course
English & Literature	_____	_____	Mathematics	_____	_____
Fine Arts	_____	_____	Science	_____	_____
Foreign Language	_____	_____	Social Studies	_____	_____

FAMILY

Father's Full Name _____

_____

Address (if different from yours) _____

_____

Occupation _____

Employer _____

Business Telephone _____

Colleges Attended and Degree (if any) _____

_____

Mother's Full Name _____

_____

Address (if different from yours) _____

_____

Occupation _____

Employer _____

Business Telephone _____

Colleges Attended and Degree (if any) _____

_____

With whom do you reside? _____

Address if different from above _____

List activities which have been valuable to you and your development.

School Activities

_____
_____
_____
_____
_____
_____
_____

Community Activities

_____
_____
_____
_____
_____

Volunteer or Work Experiences

_____
_____
_____
_____

What has been your most important school or community activity? Why is it important to you? _____
_____
_____
_____

What activities do you want to continue in college? _____
_____
_____
_____

What new activities do you want to pursue? _____
_____
_____
_____

Sample Trade School Application

SECTION I - PERSONAL DATA

Name _____
        Last   First   Middle

Date of Birth _____/_____/_____   Social Security Number _____
              Mo   Day   Yr

Are you a U.S. citizen? ❏ Yes ❏ No Are you a Kentucky resident? ❏ Yes ❏ No

Home Address _____

City _____ State _____ Zip _____ County _____

Home Telephone (_____) _____   Work Telephone (_____) _____

SECTION II - EDUCATIONAL DATA

Student Classification: ❏ Postsecondary ❏ High School

Home High School _____

Current Grade _____   Projected Graduation Date _____

Circle Highest Level Completed:

Grade School	**High School**	**College**	**Vocational-Technical Training**
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Do you have a high school diploma? ❏ Yes ❏ No

High School Attended _____   Graduation Date _____

Do you have a GED? ❏ Yes ❏ No   GED Certificate Date _____

Have you ever been enrolled in vocational-technical training? ❏ Yes ❏ No

Where? _____   Date(s) _____

What course/program? _____

_____

How many college hours have you completed? _____

Where? _____   Date(s) _____

Do you have training, education, or employment records under a different name? If so, please specify below.

_____

_____

What course/program do you want to take? _____

> In addition to completing this application, you must also (1) develop an individual career plan, (2) submit a copy of your high school transcript or GED scores, and (3) pay the application fee.

Signature _____   Date _____

Important Tests

Standardized tests measure knowledge, skills and abilities. Below are brief descriptions of some of these, followed by a chart of test dates. Contact a counselor at the school you're interested in attending to see which tests are required or accepted. Keep in mind that the entrance/placement tests and tests for college credit described below are not accepted at all schools. Remember that the Kentucky Educational Excellence Scholarship (KEES) bonus award is based on your highest ACT or SAT composite score if you are eligible.

Entrance/Placement Tests

The **ACT** is required or accepted at all public and private colleges and universities in Kentucky. It contains multiple-choice questions in English, math, reading and science reasoning. There is an optional essay writing test. The scores range from 1 to 36. For more information, visit www.act.org.

The **SAT Reasoning Test** has four sections: verbal, math, "equating" and essay. The equating section doesn't count toward your final score, but you won't know which section it is, so treat all sections equally. For more information about the SAT Subject Tests or to register online, visit www.collegeboard.com/student/testing/sat/about/SATI.html. The **SAT Subject Test** consists of one-hour tests in specific subjects. Check with the school you plan to attend to see if any are required. For more information or to register online, visit www.collegeboard.com/student/testing/sat/about/SATII.html.

The **ACT ASSET** is a series of short placement tests. It's used primarily at community colleges. For more information, visit www.act.org/asset/index.html.

The **ACT Computerized Adaptive Placement Assessment and Support System (COMPASS)** is a series of tests in mathematics, reading, writing skills and English as a second language which helps pinpoint strengths and weaknesses in particular areas. COMPASS is accepted or required by some two-year schools. For more information, visit www.act.org/compass/index.html.

The **Career Programs Assessment (CPAt)** measures basic skills in language, reading and arithmetic and it takes about an hour to complete. Trade schools use this test. For more information, visit www.act.org/cpat/index.html.

Graduate Management Admission Test® (GMAT®) is often required for admission to a graduate school of management. The GMAT measures basic verbal, mathematical and analytical writing skills that are developed over a long period of time. It is specifically designed to help graduate schools of business assess applicants for advanced study in business and management. For registration and general information, write to Graduate Management Admission Test, Educational Testing Service, P.O. Box 6103, Princeton, NJ 08541-6103; call 609.771.7330; or visit the website at www.mba.com. TTY users may call 609.771.7714.

Graduate Record Examinations (GRE) scores are used by graduate and professional schools and fellowship sponsors to help them evaluate students' potential for graduate study. The General Test is offered on computer throughout the year at test centers in the U.S., Canada and many other countries. Paper-based General Test administrations are offered in areas of the world where computer-based testing is not available. The subject tests are measures of achievement in particular fields of study. Subject tests are offered only at paper-based administrations in November, December and April at test centers throughout the world. For registration and general information, visit the GRE website at www.ets.org/gre; write to Graduate Record Examinations, Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000 or call 866.473.4373 (U.S., U.S. territories and Canada) or 609.771.7670 (all other locations). TTY users may call 609.771.7714.

Tests for College Credit

The College-Level Examination Program® (CLEP®), which offers tests for many subjects taken during the first two years of college, lets you get credit for or get out of taking certain undergraduate courses. Visit www.collegeboard.com/clep for more information.

The Special Technical Educational Proficiency (STEP) Examination gives KCTCS students the chance to show mastery of course content and receive credit for the course by scoring at least 70 percent on the exam. No letter grade will be given for the course, and the student may take the exam for a course only once. There is a $20 fee for a written exam and a $40 fee for a lab exam.

Some colleges let students take an "institutional challenge exam" for credit in courses offered at the school. A student who does well enough on the exam can receive credit for the course without attending the class. Ask the colleges you are considering if this option is available.

National Test Dates[1]

Entrance/Placement Tests

Test Name	Test Date	Registration Deadline	Late Registration[2]	Registration Fee[3]
ACT	**Saturdays:** September 24, 2005[3] October 22, 2005 December 10, 2005 February 11, 2006 April 8, 2006 June 10, 2006	August 19, 2005 September 16, 2005 November 4, 2005 January 6, 2006 March 3, 2006 May 5, 2006	September 2, 2005 September 30, 2005 November 17, 2005 January 20, 2006 March 17, 2006 May 19, 2006	$28 Late registration fee: Additional $17
SAT REasoning and SAT Subject Tests	**Saturdays[4]:** October 8, 2005 December 3, 2005 January 28, 2006 May 6, 2006 June 3, 2006	September 7, 2005 October 28, 2005 December 22, 2005 April 3, 2006 April 28, 2006	September 14, 2005 November 9, 2005 January 4, 2006 April 12, 2006 May 10, 2006	Visit www.collegeboard.com or call 609.771.7600
SAT Reasoning, SAT Subject, includes language tests with listening[5]	November 5, 2005	September 30, 2005	October 12, 2005	
SAT I only	April 1, 2006	February 24, 2006	March 8, 2006	
ASSET	At the school's discretion	Not applicable	Not applicable	Check with admissions office
COMPASS	At the college's discretion	Not applicable	Not applicable	Check with admissions office
CPAt	At the school's discretion	Not applicable	Not applicable	Check with admissions office
GMAT	Contact the Educational Testing Service	Not applicable	Not applicable	$250 (Subject to change)
GRE General Test	Contact the Educational Testing Service	Visit the GRE website at www.ets.org/gre	Not applicable	$115
GRE Subject Tests	Contact the Educational Testing Service	Visit the GRE website at www.ets.org/gre	Not applicable	$130

Tests for College Credit

Test Name	Test Date	Registration Deadline	Late Registration[2]	Registration Fee[3]
CLEP®	Exams may be administered any time during the year depending on the school's policy and schedule.	Contact the local test center about registration and scheduling procedures.	Not applicable	Check with the local test center
STEP	Set by the school	Contact the school about registration procedures.	Contact the school	$20 fee for written exam $40 fee for lab exam

[1] Subject to change.
[2] Additional fee required.
[3] Check with the testing service about fee waivers for students from low-income families.
[4] Sunday administration will occur the day after each Saturday administration.
[5] The Language Tests with Listening are offered in November only.